



Federal Employment Law Training Group, LLC

FELTG OPEN ENROLLMENT REGISTRATION FORM FOR FAX (206-350-2890) OR EMAIL (info@FELTG.com)

Advanced Employee Relations

April 30 - May 2, 2019

International Student House - Ella Burling Hall - Washington, DC

Tuesday, April 30: **Leave and Attendance**

Wednesday, May 1: **Performance Management**

Thursday, May 2: **Misconduct and Other Related Issues**

Early Bird Tuition (register by Apr. 16): 3 days=\$1370 2 days=\$970 1 day=\$530
Standard Tuition (register Apr. 17 - May 2): 3 days=\$1470 2 days=\$1070 1 day=\$630
 Rates per registrant and only within same training week.

Method of Payment: Credit card Purchasing Document (attach SF-182 or equivalent.) Check enclosed

Pay Now **Pay Later** (Credit card payments will be processed 2-3 weeks prior to the training start date if **Pay Now** is not selected.)

Attendee Name:		Title:	
Agency:		Phone:	
Address:			
City / State / ZIP:			
Email:			
Credit Card Info	Card Number:		
Cardholder name:		Ex. Date:	CVV:
Cardholder email:		Cardholder phone:	

Purchase document invoices will be submitted on last date of training with net 30 days terms. **Cancellations:** None accepted after March 31, 2019. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after March 31, 2019. No-shows will not be given credit towards future programs. FELTG reserves the right to make agenda modifications, or cancel any session with reasonable notice. **IMPORTANT:** If you do not receive an email confirmation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability. **Registration must have a method of payment to be accepted for processing.** Travel arrangements are the responsibility of the attendee.